

Position Description: Custodian Crew Leader

❖ Basic Function of Position:

The Janitorial Team Leader gives work guidance for 12 janitors who provide custodian services for all buildings in the New Embassy Compound (NEC) and the American Center including Control Access Compounds and marine guards living quarters. The Team Leader develops and implements the janitorial duty roster for both locations and assigns specific duties and cleaning procedures to individual janitors, oversee and control the post recycling program, and is responsible for ordering and issuing all expendable and consumable supplies used by the team of 12 janitors. Oversees procedures and quality of most of the cleaning tasks done by individual janitors and is responsible for ordering and issuing all expendable and consumable supplies used by the team of 12 janitors.

❖ Major Duties and Responsibilities:

- A. Assigns work responsibilities to janitors and monitor their work for quality and appropriate use of time, tools, cleaning detergent, and other materials. Trains the custodial staff to maintain an orderly, safe, and efficient cleaning operation. Develops and implements an annual leave plan for janitors to minimize leave forfeited by the janitors at the end of year while maintaining sanitary conditions in all responsible locations.
- B. Order expendable cleaning supplies from the warehouse and issue to the janitors in quantities appropriate for their assigned duties, and replenishes supplies, provides the tools and equipment required to perform required maintenance.
- C. Manages the potable water production and distribution operations at all locations in the New Embassy Compound. This includes directing the janitors in cleaning, sterilizing, and filling of water bottles, proper handling and transporting bottles to the point of use and sanitizing all water dispensers according to a monthly schedule.
- D. Supervise and monitor the sorting of all solid waste generated in the New Embassy Compound and the American center into 7 types of recyclable materials. Schedule and coordinate the delivery and sale of sorted recyclable materials to the appropriate vendors. Continually evaluate the recycling process and make improvements that will increase the percentage capture of recyclable materials through more efficient work processes.
- E. As a working member of the janitorial team, when supervisory aspects of the position are completed, work as a member of the janitorial team. The janitorial Team leader will perform all routine janitorial duties and scheduled janitorial cleaning while on duty. This includes janitorial services provided in the residences to support the Facilities team of "Make readies" process, New Embassy Compound exterior windows washing and cleaning every 3 months with using 70feet man lift and other jobs as directed by the supervisor.